

dialog. Modify the button text by editing the *Label* field and modify the link address by editing the **URL** field. Note that the Properties dialog do not contain an **OK** button, so after executing the desired changes, just close the dialog.

Removing hyperlinks

To remove a text or button hyperlink from the document completely, select it and use one of the many available deletion mechanisms (for example, select **Edit > Cut** on the Menu bar or **Cut** on the Standard toolbar; or right-click on the hyperlink and select **Cut** in the context menu; or press *Backspace* or *Delete* on the keyboard).

Linking to external data

You can insert data from another document into a Calc spreadsheet as a link.

Two methods are described in this section: using the External Data dialog and using the Navigator. If your file has named ranges, database ranges, or named tables, and you know the name of the range or table you want to link to, using the External Data dialog is quick and easy. However, if the file has several ranges and tables, and you want to pick only one of them, you may not be able to easily determine which is which; in that case, the Navigator method may be easier.

Calc provides other methods for including linked data from external sources, see for example “Linking to registered data sources” (page 388) and “Dynamic Data Exchange (DDE)” (page 397).



Note

When you open a file that contains links to external data, depending on your settings you may be prompted to update the links or they may be updated automatically. Depending on where the linked files are stored, the update process can take several minutes to complete.

Using the External Data dialog

The External Data dialog inserts data from an HTML, Calc, CSV (Comma-Separated Values), or Microsoft Excel file into the current sheet as a link. Calc utilizes a Web Page Query import filter, enabling you to insert tables from HTML documents.

To insert a link to external data using the External Data dialog:

- 1) Open the Calc document where the external data is to be inserted. This is the target document.
- 2) Select the cell where the upper left cell of the external data is to be inserted.
- 3) Choose **Sheet > Link to External Data** on the Menu bar. Calc displays the External Data dialog (Figure 384).
- 4) Type the URL of a web resource that is to be used as a data source, or type the address of a source file, or select an entry in the drop-down list, or select a source file from the file selection dialog accessed through the **Browse** button. For entries typed in, press *Enter* on completion.
- 5) If you selected an HTML file as the data source at step 4, Calc displays the Import Options dialog (Figure 385). On this dialog you can choose the import language of the site. Select **Automatic** to let Calc import the data directly, or select **Custom** and choose from the drop-down list of languages available. You can also select the option to have Calc recognize special numbers, such as dates, on import.